BO-SS 14 May 2021

MEMORANDUM FOR RECORD

SUBJECT: Better Opportunities for Single Soldiers (BOSS) Program Standing Operating Procedures (SOP).

1. REFERENCES:

 a. Army Regulation 215-1, Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities, 24 September 2010.

 b. Army Regulation 600-20, Army Command Policy, 24 July 2020.

 c. IMCOM Policy Memorandum 215-1-7, IMCOM G9 Better Opportunities for Single Soldiers (BOSS) Program, 23 February 2021

 d. IMCOM Standard Operating Procedure, IMCOM G9 Better Opportunities for Single Soldiers (BOSS) Life Skills Program, 22 February 2022

2. PURPOSE: Provide guidance, establish policy, and delineate responsibilities for the Fort Hooah Better Opportunity for Single Soldier (BOSS) Program.

3. OBJECTIVES: The BOSS Program is a Commander’s program that supports the overall Mission Readiness of the unit(s) by providing activities to Single Soldiers, Single Parents, and geographical bachelors. The program encourages and assists Single Soldiers to be actively involved in the planning process for programs that include quality of life, well-being, community service, recreation and leisure, and life skills activities. Although it does not set policy, the BOSS Program provides a venue for Single Soldiers to participate in the decision-making process, as well as provide guidance for issues which have a direct impact on their daily lives. Additionally, the program offers an opportunity to assist in the development of Single Soldiers as leaders. The BOSS Program at Fort Hooah was implemented in 1989 and has a long tradition of excellence.

4. MISSION STATEMENT: The mission of the BOSS program is to enhance the morale and welfare of single Soldiers, increase retention, and sustain combat readiness. BOSS is a program that helps commanders address the well-being and morale issues of the single and unaccompanied Soldiers in their commands.

 The BOSS Program consists of three pillars and Life Skills:

1. Quality of life (QoL). Quality of Life includes those issues that Soldiers can directly or indirectly influence to enhance their morale, living environment, or personal growth and development. Issues raised during BOSS meetings will be directed to the appropriate command or staff agency for resolution on the installation. Army-wide matters are forwarded through IMCOM Directorates to IMCOM G9 for possible Department of the Army resolution. All QoL issues should be documented on DA Form 7380 and directed through the Garrison Command Sergeant Major for action. Installation BOSS Councils have the responsibility of tracking the issues and should be included in their meeting minutes.
2. Recreation and leisure activities. Fun activities are planned by the BOSS council working in conjunction with the FMWR Advisor and Garrison Command Team. These events are geared towards the desires of the single Soldiers on that installation. Commonly, these work in conjunction with the development or use of specific skills, from cultural knowledge to physical activities such as fishing, skiing, surfing, paintball, rafting, and much more. Recreation and Leisure activities are typically fee based, but expenses can be offset by locally generated NAF and UFM funds. However, BOSS coordinates with partners and regularly works to raise funds in order to reduce the cost for participants below the standard rates. Additionally, BOSS provides Soldiers access to many group activities with like-minded individuals. Although Recreation and Leisure is an important factor for the morale of the single Soldier and one of the core components of the program, the BOSS council needs to ensure there is a solid balance of this component. If it’s not balanced properly there can be a negative stigma associated with the program that only reflects this component.
3. Community service. BOSS makes a difference by volunteering in local and distant community projects and events. This is always voluntary in nature and Soldiers find this to be personally rewarding. Service connects Soldiers to the community on and off post and helps foster a sense of identity. These events can help develop enduring partnerships with organizations across the installation and throughout the civilian population and often are a key element of public relations for the Army. Particularly for overseas locations, BOSS Community Service initiatives can be the cornerstone of political and community relationship building. Soldiers may develop a personal or professional network, learn new skills, or simply become exposed to their greater geographical area while participating. Additionally, participants are routinely recognized for their service, both at the local and at the Army level. All volunteer opportunities should be documented in the Volunteer Management Information System (VMIS) and also in BOSS meeting minutes.
4. Life skills. Life Skills events are designed specifically to educate, license, or certify Soldiers in a wide variety of abilities for adaptive and positive behavior. These skills help enable Soldiers to effectively deal with the demands and challenges of life. Traditionally, LS can be categorized into five primary areas: personal and character development, certifications, health and nutritional wellness, physical strength and emotional stability. Within the BOSS program, this definition is understood to also include activities that promote social interaction, leadership, and lifelong intangible learning, which require education, and training. This definition is deliberately broad and vague to allow for the breadth of unique opportunities and creativity available from the wide variety of ideas and topics available to present LS events to Soldiers.

5. APPLICABLITY: This SOP applies to the Fort Hooah BOSS Program, the BOSS Executive Council, the BOSS General Council, and the units assigned or attached to Fort Hooah. This SOP should be used as a guideline for all unit-level programs.

6. ELIGIBILITY AND PARTICIAPTION: The BOSS Program’s eligibility is open to all Single Soldiers of any branch stationed on Fort Hooah, which is defined as all unmarried, divorced, widowed, and unaccompanied Soldiers, or geographical bachelors, to include single parent Soldiers. Participation in BOSS activities/sponsored events may be open to all military personnel, of all branches, with preference and priority given to the Single Soldier.

7. ORGANIZATION: The BOSS Team is comprised of an Executive Council: President, Vice President, Secretary, Treasurer, and a General Council; assigned unit representatives. President and Vice President are full-time positions under the direction of BOSS Senior Enlisted Advisor. The President and possible Vice President will be detached from parent organizations and attached to the United States Army Garrison Fort Hooah for the duration of their duties.

 a. BOSS Executive Council will develop the BOSS agenda planned at least 90 days out, and evaluate issues needing the assistance of the Senior Military Advisor.

 (1) The BOSS Executive Council will be selected by the Senior Military Advisor based upon interviews and recommendations. Candidates must have been an actively involved member of the BOSS General Council for a period no shorter than three months.

 (2) BOSS General Council Member primaries and alternates are selected from each Brigade, Battalion, Company, and tenant unit located on Fort Hooah.

 b. The BOSS General Council will be established to furnish Soldiers’ input to the BOSS Executive Team and the Senior Military Advisor, who uses recommendations as the basis for improvements for Single Soldiers, Single Parents, and Geographical Bachelors. .

8. RESPONSIBILITIES:

 a. Garrison Commander:

 (1) Maintain oversight and stewardship of this policy.

(2) Ensure engagement of Senior Commanders (SCs), tenant units, and Brigade/Battalion Commanders in the support and administration of the BOSS Program.

(3) Administer the requirements of the BOSS Program at garrison FMWR programs and activities.

(4) Ensure that a formal BOSS committee meets on a monthly basis.

(5) Establish a duty position titled “BOSS President” at installations that have a formal and approved BOSS program. This position should be supported from the senior command. This position should be a fulltime position if mission permits, however a part time position is acceptable.

(6) Ensure FMWR appoints a program advisor to assist Single Soldiers with BOSS program operations and training and identify dedication meeting and office space to execute the program.

(7) Develop and publish installation BOSS Program standing operating procedures,

(8) Ensure education and training of military and civilian leadership on the benefits and importance of the BOSS Program.

(9) Monitor and/or resolve Single Soldier issues. Forward issues that cannot be resolved to ID HQs and provide feedback to Single Soldiers and leaders.

(10) Ensure Single Soldier representatives have a place on Installation committees such as the Defense Commissary Agency (DeCA), Dining Facility (DFAC), Department of Public Works (DPW), and Army and Air Force Exchange Service (Exchange) committees, the Installation Property Board, Community Health Promotion Council, Installation Volunteer Council, Newcomer’s Welcome Briefings, and Commander’s/First Sergeant Course.

(11) Support the attendance and participation of appropriate garrison personnel in working groups to review, monitor, and evaluate BOSS.

 (12) Support on-site evaluation and assessment of internal controls in accordance with (IAW) AR 11-2.

1. Include a BOSS Program orientation in installation in processing and 1SG/CDR courses.

 b. Garrison Command Sergeant Major, or designated appointee:

 (1) Serve as the Senior Military Advisor for the BOSS Program.

 (2) Meet with the BOSS President and DFMWR Advisor regularly. Provide mentorship and guidance as appropriate.

 (3) Ensure the Executive Council are trained.

 (4) Ensure BOSS submits an annual operating budget.

(5) Communicate the BOSS Program throughout the Installation. Engage Nominative CSMs and Sergeants Major, Installation level, Senior Mission Commander, Major Subordinate Command, and Tennant CSMs to inform about, solicit support of, and enable effective execution of the BOSS Program.

 (6) Educate, inform and update the NCO Support channel on the BOSS

Program.

 (7) Invite senior mission Command Sergeant Major to BOSS Meetings.

 (8) Market, advertise, and ensure proper branding of the BOSS Program.

 (9) Assist in identifying and approve the appointment of BOSS Executive Council members. Work with Unit(s) leadership to allow for Soldiers to support the BOSS Program.

 (10) Maintain approval of all BOSS committees and events.

 (12) Inform leadership of significant issues involving Single Soldiers.

 (13) Select individuals to attend BOSS training and seminars.

 (14) Ensure BOSS President is able to meet with Brigade Command Sergeants

Major quarterly at a minimum.

(15) Approve all minutes, life skills request, and monthly reports from Executive Council and General Council meetings, prior to submission to Directorate Program Manager.

(16) Establish policies and procedures for the recruitment and selection of the Garrison BOSS President. Maintain final approval authority for the selection and appointment of the Garrison BOSS President.

 c. Unit Commanders:

 (1) Appoint BOSS representatives by additional duty orders at each level.

 (2) Ensure that representatives appointed attend scheduled meetings.

 (3) Provide time for the BOSS Representative(s) to attend appropriate Council

Meetings.

 (4) Ensure that BOSS is included in the unit(s) newcomer’s briefings.

 (5) Ensure Single Soldiers are informed about BOSS activities.

 d. Unit Command Sergeants Major and First Sergeants:

 (1) Serve as advisor to the unit(s) BOSS Program.

 (2) Monitor meeting attendance and assist in ensuring representation.

 (3) Educate and inform unit(s) leadership about the BOSS Program.

1. Garrison Directors of Family and Morale, Welfare and Business and Recreation (DFMWRs).

1. Provide management oversight and guidance on all aspects of the BOSS to include budget, policies, implementation, and integrating the requirements of the BOSS in all aspects of FMWR operations.

1. Support the attendance and participation of appropriate garrison personnel in working groups to review, monitor, and evaluate BOSS.

1. Ensure compliance with regulation, policies, and procedures during the execution of the BOSS Program through the internal controls program.

1. Ensure resources and support is provided to garrison FMWR programs and activities during the planning and execution of BOSS Program activities.

1. Provide BOSS Social Media platforms to facilitate BOSS messaging to Soldiers across installation. DFMWR Marketing will have oversight of all platforms and provide publishing rights to BOSS Media Platforms IAW with local, ID, and IMCOM HQ SOP.

1. Forward requests for interpretation of this SOP to IMCOM G9 Business and Recreation Programs

 f. DFMWR Program Advisor:

1. Report to garrison DFMWR the results of reoccurring reviews/audits of DA BOSS user compliance within regulatory practices and procedures.

1. Implement and execute all requirements of BOSS.

1. Regularly produce and review BOSS reports to provide statistical analysis and operational feedback. Ensure review and analysis is conducted on a recurring basis, utilizing BOSS reports and data to support key decision making.

1. Provide guidance to the BOSS program during the planning of activities and events.

1. Review BOSS compliance with regulatory practices/procedures through ongoing review and audit of BOSS day-to-day financial, personnel/program operations and reporting requirements. Report findings to CRD/CRO.

1. Assist the BOSS committee in developing an annual program budget and maintaining financial accountability.

1. Assist BOSS committee in developing a marketing plan and obtaining commercial sponsorship for BOSS activities and events. Provide assistance in publicizing BOSS events. Provide oversight and implementation of garrison BOSS social media upon completion of training IAW local policy.

1. Ensure training of BOSS committee members in areas required to effectively execute the program, including FMWR program responsibilities, purchasing, contracting, internal controls, and commercial sponsorship. Identify and coordinate training to support BOSS at all levels.

1. Provide guidance and information on the volunteer program.

 g.. Garrison BOSS President:

1. Are the voice and face of the BOSS Program for the Garrison
2. Work closely with the Senior Military Advisor and the DFMWR Advisor
3. Are responsible for the education of the BOSS Program to Brigade, Battalion, and Unit level leadership.
4. Plan, preside over, and facilitate installation-level BOSS meetings. Ensure meeting minutes, with attendance figures, are prepared and forwarded to the garrison commander for approval.
5. Ensure records of all Single Soldier issues are maintained, tracked, and reported.
6. Assist BOSS Advisor in preparation of the budget proposal for each fiscal year, with input from the Executive Council. Maintain an installation ledger that tracks BOSS program revenue and expenses. Submit requests for purchases and funding through the DFMWR Advisor to DFMWR before committing funds.
7. Generate monthly BOSS reports that provide statistical analysis and operational feedback to the Directorate BOSS Representative. Complete and submit a monthly report to Directorate Program Manager.
8. Complete required training IAW local policy to be granted publishing rights to BOSS social media pages.
9. Supervise all installation BOSS Committees.
10. Conduct monthly calls with ID BOSS Representative and quarterly calls with HQDA BOSS Representative via VTC or Telephone.
11. Maintain weekly contact with BOSS Executive Council and BOSS General Council representatives.
12. Identify all Single Soldier issues and follow through until resolution.
13. Coordinate program activities and trips with DFMWR Advisor to include pre-event planning and after-action reviews. Coordinate all requests for marketing, promotion, publicity, and commercial sponsorship through DFMWR Advisor.
14. Maintain continuity book of all documentation to ensure success of program going forward.
15. Provide serious incident reports to the Senior Military Advisor and the DFMWR Advisor promptly.
16. Operate the BOSS Administrative Office with regularly scheduled hours of operation being 0930-1630 Monday through Thursday, 0930-1430 on Fridays, closed on weekends, DONSAs, and holidays.
17. Represent Single Soldiers at selected installation committee and council meetings to include: AAFES and Commissary Advisory Council, Community Health Promotion Council, Installation Volunteer Council, Newcomer’s Welcome Briefings, Commander’s/First Sergeant Course, Military Affairs Committee meetings and other meetings as requested by Senior Command.
18. Be the subject matter expert of the Fort Hooah BOSS Program.
19. Attend at a minimum one BOSS sponsored recreation and leisure events and/or activity per month.
20. Attend at a minimum one BOSS sponsored community service event per month.
21. Meet with Brigade Command Sergeants Major at least once per quarter.
22. Must be able to serve for a minimum of twelve months and not to exceed eighteen months.

 h. Garrison BOSS Vice President:

 (1) Serve as a member of the BOSS Executive Council.

 (2) Perform all duties of the president, secretary or treasurer in their absence.

 (3) Attend all BOSS Executive Council meetings and other assigned council and committee meetings unless excused by the BOSS President before the meeting.

 (4) Work with President in preparation of all BOSS correspondence and ensure they are routed through proper channels for signature and distribution.

 (5) Monitor attendance at all council meetings.

 (6) Attend at a minimum one BOSS sponsored recreation and leisure events and/or activity per month.

 (7) Attend at a minimum one BOSS sponsored community service event per month.

 (8) Serve as the council liaison for all BOSS committees not specified to other council members.

 (9) Ensure attendance of all BOSS Council members and representatives by distributing notification of scheduled and unscheduled meetings and events.

 (10) Perform all other duties and responsibilities directed by President.

 (11) Must be able to serve for a minimum of six to twelve months.

 i. Garrison BOSS Secretary:

 (1) Serve as a part-time member of the BOSS Executive Council.

 (2) Assume the duties of the president, vice president, or treasurer in their absence.

 (3) Attend all BOSS Executive Council meetings and other assigned council and committee meetings unless excused by the BOSS President or Vice President before the meeting.

 (4) Record and prepare minutes for signature of the BOSS Council meetings prior to the next meeting.

 (5) Maintain an accurate record of all events, ventures, and meetings, as well as those activities sponsored by BOSS.

 (6) Attend at a minimum one BOSS sponsored recreation and leisure events and/or activity per month.

 (7) Attend at a minimum one BOSS sponsored community service event per month.

 (8) Perform all other duties and responsibilities directed by President.

 j. Garrison BOSS Treasurer:

 (1) Serve as a part-time member of the BOSS Executive Council.

 (2) Assume the duties of the president, vice president or secretary in their absence.

 (3) Attend all BOSS Executive Council meetings and other assigned council and committee meetings unless excused by the BOSS President or Vice President before the meeting.

 (4) Maintain and verify financial condition with the DFMWR program manager.

 (5) Prepare and render financial reports at meetings as needed.

 (6) Attend at a minimum one BOSS sponsored recreation and leisure events and/or activity per month.

 (7) Attend at a minimum one BOSS sponsored community service event per month.

 (8) Perform all other duties and responsibilities directed by President.

 k. Installation BOSS General Council:

 (1) Meet, at a minimum, once a month, unless otherwise stated by the BOSS Executive Council. This meeting is mandatory for all members of the BOSS General Council. Exceptions will be made for members in the field or other training events. Notifications of absence will be given to the BOSS Executive Team 48 hours prior the meeting.

 (2) Unit representatives should exhibit an interest in being actively involved in the BOSS Program and display a genuine dedication to improving the Overall Mission Readiness and the Quality of Life for the Single Soldiers within their organizations. Each Soldier must be placed on additional duty orders in writing, one copy will be given to the BOSS Executive Council, and a copy will be kept with the unit/organization’s S1 and/or orderly room.

1. Brigade BOSS Representatives: The primary and alternate representatives will be selected from within the Brigade, or similarly sized formation, in which they represent their chain of command, with the primary objective of being chosen from Soldiers who are interested and eager to become involved and volunteer with the BOSS Program.
2. Plan, preside over, and facilitate Brigade-level BOSS meetings.  They are responsible for raising relevant issues and concerns that reflect interest from their respective Brigades.
3. All appointed representatives will attend the Brigade held meeting set by the Brigade they represent at least once a month.

 (3) The BOSS Executive Council should be invited to these meetings, but attendance is not guaranteed, to ensure proper function and order of meeting, and to answer any questions.

 (4) The minutes from the Brigade meeting will be given to the BOSS Executive Council, and the Brigade Representative will retain a copy for two calendar years.

 (5) Responsible for planning one Installation-wide BOSS Activity in a fiscal year.

9. PROCEDURES: Events are generated by the BOSS General Council, comprised of the BOSS Representatives, who are the voice for the Single Soldiers for their respective units. The council will draft a calendar twelve months out. The General Council will brainstorm, vote on the events, and present the ideas to the BOSS Executive Council. From twelve to seven months out, the BOSS General Council will plan the event(s) and work in partnership with the BOSS Executive Council to schedule dates around the Division Training Schedule. Six months out, the Executive Council will present the final ideas to the Senior Military Advisor for final approval. If the event is approved, the BOSS Executive Council in coordination with the MWR Advisor will develop a process for marketing, registration to include payment if needed for the event. Timelines will vary based upon the size and scope of the event. Following each event the BOSS Team will conduct a quick AAR with the attendees of the event. Within three business days of the event, the BOSS Team will publish a formal AAR.

10. UNIFORMS: The BOSS Executive Council may wear appropriate BOSS attire as the daily duty uniform upon approval of the Senior Military Advisor.

11. FUNDING: The BOSS Program is considered essential in meeting organizational objectives of the Army and is to be operated as a Category “A” program. As such it will be supported almost entirely by appropriated funds (APF) with use of non-appropriated funds (NAF) limited to specific instances where APF is prohibited by law or where the use of NAF is essential for the operation of the program. The BOSS Program may generate funds from activities. The BOSS Program may sponsor events within

DFMWR facilities and collect fees to cover operational costs. If the BOSS Program collects any profits from these events, the profits must be deposited in the Garrison Morale, Welfare and Recreation Fund.

12. PURCHASES: The BOSS President will coordinate requests for purchases with the DFMWR Advisor who will determine whether funds are available, and whether the purchase should be made using the Government Purchase Card (GPC) or by a Contract Purchase Request submitted through the Community Recreation Division, DFMWR to the contracting office. Purchases must be made per applicable regulations and guidelines.

13. The BOSS mission does not preclude or exclude the command’s authority over Single Soldiers. The BOSS Program does not create or establish policies or regulations at any level. The BOSS Program is designed to foster improvements to the Quality of Life and well-being of Soldiers.

14. The point of contact for this standard operating procedure is the Fort Hooah Better Opportunity for Single Soldiers President at 210-867-5309.

 John A. Doe

JOHN A. DOE

COL, IN

Commanding